

Finance Department

Mission. The Finance Department coordinates the financial affairs of the City and provides various internal services and supplies for all city departments.

Overview. The Department of Finance provides a variety of support functions to City departments and officials. The Director's Office coordinates all accounting, external auditing, bookkeeping, billing, revenue collection and purchasing activities for the City. In addition, the Director is tasked with supervising the preparation of the annual City budget, investment policies, debt management program, retirement systems, special assessments, risk management, and data processing systems.

The Budget Office advises the City Manager and Director of Finance on the budget and related financial matters. This office also responds to requests for research and administers the operating and capital budgets. The Controller's Office directs the general accounting, auditing and payroll activities of the City. The Purchasing Office acts as the centralized purchasing agent for the City. The City's debt issuance is coordinated through the Debt Management section. Treasury is responsible for all revenue management and investment activities.

The Finance Department also manages the Data Center, which provides data processing and telecommunications services to City departments. Copier service, micrographics, printing and stationary stores services are provided through the Stationery Stores Fund. The life, health and worker compensation coverage of City employees, as well as risk management functions and the Safety Office are funded from the Self-Insurance Fund. Pension Management oversees the pension funds. Economic development opportunities are coordinated through the Economic Development Trust Fund.

Finance and Operations. The Budget Office is responsible for the development, preparation and administration of the City's annual budget. The Budget Office also coordinates preparation of the Capital Improvement Plan. A five-year financial plan is prepared for long term forecasts.

Staff advises the City Manager and the Director of Finance regarding financial and management issues, and provides research for City management staff. Assistance is provided to City departments regarding appropriate and necessary budget procedures. Budget Office staff receive assistance on revenue and expenditure planning and statistical research from the Center for Economic Development and Business Research (CEDBR) at

Wichita State University. The CEDBR also assists with preparation of the City's Economic Profile.



Budget Office staff provides financial and management guidance to other departments. Staff conducts research for the Director of Finance, the City Manager, and other departments.

The Controller's Office provides general accounting services for City departments. Support includes processing vouchers and issuing checks. Controller's Office staff also administers approximately \$6 million of grants annually. The coordination of the annual external audit is performed by Controller's Office. Annually, this office administers the cost-allocation plan, allocating overhead and administrative costs among City departments. A significant responsibility is the preparation of monthly and quarterly reports outlining the City's financial conditions and the Comprehensive Annual Financial Report. The office continually works to ensure that internal controls are in place to guard against waste, inefficiency and financial infidelity.

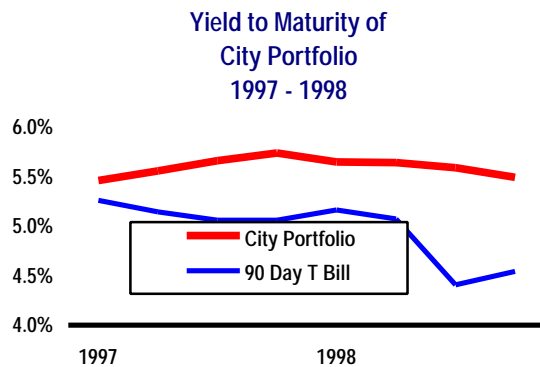
A significant enhancement to the City's accounting information systems occurred in 1999. In addition to providing Y2K compliance, the new system enables departments to requisition materials electronically, department heads to approve documents on-line, and offers increased flexibility in financial reporting.

The Purchasing Office performs the centralized purchasing of City goods and services. Staff seeks to procure the highest quality products and services for City departments at the lowest possible cost. Recently, the Purchasing Office has coordinated the City's migration to credit card purchasing, which allows for efficient purchasing and accounting of goods by field staff.

The Debt Management section has two main areas of concern: coordinating the sale of general obligation bonds, and calculating and administering special assessments to assigned benefit districts. Special

assessment tax records are also retained in this section. Staff is responsible for spreading special assessments to benefit districts, certifying assessment rolls to the County, and reapportioning special assessments to parcels which have been split, re-platted or newly platted.

Treasury is responsible for the investment of the City's pooled investment portfolio, which typically is around \$200 million. Using the 90-day U.S. Treasury bill as a benchmark, the investment activity of the City has been most successful. Projecting cash balances and maintaining adequate cash flow for the City are functions performed by this office.



In addition, Treasury staff administers the City's false alarm ordinance. The Express Office component of Treasury coordinates the collection of City revenues, ranging from water bills to license fees. The City Hall

Express Office is operated from 8 to 5 daily to facilitate customer payments. In addition, City payments may be made at cooperating local grocery stores for customer convenience.



Treasury operates the City Hall Express Office to facilitate customer payment of city fines, fees and billings. In addition, area grocery stores accept payments for certain city services.

The Finance Department budget reflects the transfer of the City Clerk to Administrative Services. The re-assignment was made to consolidate City Council support functions within the Administrative Services Division.

The budget likewise provides for the reassignment of the Civil Rights Office from the Human Services Department.

Finance Department Budget Summary					
	1998 Actual	1999 Adopted	1999 Revised	2000 Adopted	2001 Approved
Personal Services	2,277,262	2,420,480	2,456,610	2,712,850	2,794,160
Contractual Services	606,835	627,770	713,370	693,580	695,950
Commodities	40,755	38,460	39,580	40,370	43,400
Capital Outlay	0	0	0	0	4,250
Other	95,000	0	0	0	0
Total Finance Expenditures	3,019,852	3,086,710	3,209,560	3,446,800	3,535,760
Position Summary					
Total full-time	57	55	55	58	58
Total part-time	3	2	2	2	2
Total FTE	59.00	56.25	56.25	59.25	59.25